

**U.S. DEPARTMENT OF ENERGY  
NATIONAL NUCLEAR SECURITY ADMINISTRATION  
NEVADA OPERATIONS OFFICE**

**ORDER**

**NV O 350.1**

Approved: 07-23-02  
Review Date: 07-23-04  
Expires: 07-23-06

**CONTRACTOR HUMAN RESOURCE  
MANAGEMENT PROGRAMS**

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**INITIATED BY:  
Human Resources Division**

1. OBJECTIVES.

- e. To supplement and to be used in conjunction with DOE O 350.1, CONTRACTOR HUMAN RESOURCE MANAGEMENT PROGRAMS, dated 9-30-96, and Changes thereto. This Order provides additional guidance to the National Nuclear Security Administration (NNSA) Nevada Operations Office (NNSA/NV) organizations on the roles and responsibilities in the event of labor relations issues that have a significant impact on work at the Nevada Test Site (NTS), including the possibility of a strike situation, establishment of a picket line, or adverse job action.

3. APPLICABILITY.

- d. NNSA/NV Elements. The provisions of this Order apply to all NNSA/NV organizational elements.
- e. Contractors. Requirements applicable to the NNSA/NV Performance-Based Management Contractor (PBMC) and Security Services Contractor (SSC).

5. RESPONSIBILITIES.

- a. Assistant Manager for Business and Financial Services (AMBFS). Informs the Executive Council of the possibility of a strike, establishment of a picket line, or unexpected job action that could disrupt NTS programmatic operations.
- b. Director, Human Resources Division (HRD).
  - (1) Alerts AMBFS of any expired collective bargaining agreement where negotiations have not been finalized and a new agreement has not been ratified.
  - (2) Notifies AMBFS and the Director, Safeguards and Security Division (SSD), of the possibility of an imminent strike, establishment of a picket line, or unexpected job action.
  - (3) Is the NNSA/NV liaison between the PBMC, national laboratories, other federal agencies, and users of the NTS on labor relations issues.
  - (4) Is the central point of contact for labor relations information within NNSA/NV.

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- (5) Notifies the Department of Energy Office of Worker and Community Transition and NNSA of significant labor relations issues effecting the NTS.
- (6) Notifies the PBMC Labor Relations Office of significant labor relations issues of other NTS users that may result in a work stoppage and/or picket line.
- (7) Alerts the Emergency Operations Center of significant labor relations issues that may result in a work stoppage and/or picket line at the NTS during nonbusiness hours, weekends, and holidays.

c. Director, SSD.

- (1) Retains authority on all questions of security, security rules, and their administration.
- (2) Alerts the SSC and the Nye County Sheriff's Department of the possibility of an imminent strike, establishment of a picket line, or unexpected job action.
- (3) Authorizes the SSC to activate and staff the Army Wells reserve gate or designated gate.
- (4) Provides a list of companies and/or individuals denied access through Gate 100 to the SSC.

d. Executive Council. Ensures cognizant Division Directors and Line Managers are notified of the possibility of a strike, establishment of a picket line, or an unexpected job action in order to assess the potential impact on programmatic operations.

7. CONTACT. HRD, at (702) 295-1019.



Kathleen A. Carlson  
Manager

**CONTRACTOR REQUIREMENTS DOCUMENT**

**LABOR RELATIONS**

The following requirements apply to the Performance-Based Management Contractor (PBMC) and the Security Services Contractors (SSC) to the extent set forth in individual contracts.

**5. PERFORMANCE-BASED MANAGEMENT CONTRACTOR.**

- a. Labor Relations notifies the appropriate management officials of strike possibilities, picket lines, or adverse job actions that may affect the continuity of work at the Nevada Test Site (NTS).
- b. Reviews impact of possible strike/work stoppage action on programmatic operations.
- c. Allocates resources to keep the NTS operational.
- d. Post necessary signs at the designated reserve gate.
- e. The PBMC Duty Officer will notify the Emergency Operations Center and the NNSA/NV Duty Officer of any potential labor relations issue that may result in a picket or job action during nonbusiness hours, weekends, and holidays.

**6. SECURITY SERVICES CONTRACTOR.**

- a. Activates and staffs the Army Wells reserve gate or designated gate as directed by the contracting officer representative and the Director, Safeguards and Security Division.
- b. Provides access control to the NTS.